

RECEIVED

BRANFORD REPRESENTATIVE TOWN MEETING AUG 29 A 10: 28

LEGAL NOTICE AND CALL

WEDNESDAY, SEPTEMBER 13, 2023 at 8:00 p.m.

[Signature]
BRANFORD TOWN CLERK

The RTM will be convened on Wednesday, September 13, 2023 at 8:00 p.m. at Branford Fire Headquarters, 45 North Main Street, to consider and act upon the following matters.

1. Roll Call.
2. Approval of the minutes of the June 14th regular meeting and July 26th special meeting.
3. Reception of communications, reports of committees, and citizen petitions.
4. To consider, and if appropriate, establish a harbor management commission as set forth in CGS Sec. 22a-113k.
5. To consider, and if appropriate, establish a Fair Rent Commission as required by State Statute.
6. To consider, and if appropriate, approve the following transfer for the Tax Collector for FY 2023.

From:		
10149040-588802	Contingency	(\$87,949)
To:		
10141070-588620	Tax Refunds	\$87,949

7. To consider, and if appropriate, approve the following transfer for Information Technology for FY2023:

From:		
10141190-555300	Communications	(\$ 6,104)
To:		
10141190-517000	Regular Wages & Salaries	6,104

8. To consider, and if appropriate, approve the following transfer for Information Technology for FY2024:

From:		
10149040-588802	Contingency	(\$ 28,000)
To:		
10141190-579150	Technology Acquisitions	23,000
10141190-544300	Purchased Services	5,000
	Total	\$28,000

9. To consider, and if appropriate, approve the following transfer for Elections for FY2023:

From:		
10141120-517700	Registrars	(\$ 13,485)
To:		
10141120-517100	Part-Time Clerical	2,018
10141120-517705	Deputy Registrars	7,102
10141120-533900	Other Purchases	296
10141120-566900	Other Supplies	546
10141120-579150	Technology	3,000
10141120-588090	Travel	<u>523</u>
	Total	\$ 13,485

10. To consider, and if appropriate, approve the following transfer for the Recreation Department for FY2023:

From:		
10145010-517000	Regular Wages & Salaries	(\$ 13,500)
To:		
10145010-518000	Overtime	5,000
10145010-526100	Uniforms/Clothing Allowance	500
10145010-544100	Utilities-Water, Gas, Electric	6,000
10145010-588200	Memberships, Conf. & Meetings	<u>2,000</u>
	Total	\$13,500

11. To consider, and if appropriate, approve the following transfer for Willoughby Wallace Memorial Library for FY2023:

From:		
10146020-517660	Library Staff	(\$ 250)
To:		
10146020-519020	Longevity	250

12. To consider, and if appropriate, approve the following transfer for Solid Waste Management & Recycling for FY2023:

From:		
10143040-517000	Regular Wages and Salaries	(\$ 64,750)
To:		
10143040-544353	Material Handling	62,400
10143040-544500	Refuse & Recycling Collection	2,000
10143040-518000	Overtime	<u>350</u>
	Total	\$ 64,750

13. To consider, and if appropriate, approve the following transfer for General Government Buildings (GGB) FY2023:

From:		
10141170-519040	Accrued Payroll Expense	(\$ 49)
10141170-566100	Office Supplies	(742)
10141170-566900	Other Supplies	(2,711)
10141170-566920	Meal Supplies	(550)
10141170-579250	Equipment	(3,933)
10141170-579930	Furniture & Fixtures	<u>(250)</u>
	Total	(\$ 8,235)
To:		
10141170-544110	Fuel Oil	\$ 8,235

14. To consider, and if appropriate, approve the following transfer for Police Services for FY2023:

From:		
10142010-517000	Regular Wages and Salaries	(\$29,202)
10142010-544300	Purchase Services	<u>(17,287)</u>
	Total	(\$46,489)
To:		
10142010-518000	Overtime	\$28,448
10142010-519030	Accumulated Sick Pay	754
10142010-544130	Other Fuel	12,230
10142010-555300	Communications	<u>5,057</u>
	Total	\$46,489

15. To consider, and if appropriate, approve the following transfer for Fire Services for FY2023:

From:		
10142040-517000	Regular Wages and Salaries	(\$ 84,169)
10142040-518010	Overtime Public Events	(3,900)
10142040-519040	Accrued Payroll Expense	(9,600)
10142040-519050	Stipends	(9,900)
10142040-517670	Medic Shift PT	(65,900)
10142040-518150	Holiday Pay	(11,600)
10142040-518500	Special Detail	(1,000)
10142040-533600	Fire Prevention/Investigation	(1,100)
10142040-578000	Equipment	(1,089)
10149040-588802	Contingency	(84,576)
10142040-544300	Purchased Services - R&M	(7,650)
10142040-533530	Employment Testing	(462)
10142040-526100	Uniform and Clothing	(105)
10142040-588050	CMED	<u>(433)</u>
	Total	(\$281,484)

To:

10142040-518000	Overtime	77,615
10142040-518050	Vacation	1,354
10142040-518200	Replace Sick	109,289
10142040-519025	Educational Incentive	27,924
10142040-533300	Professional Development	7,650
10142040-533520	Ambulance Billing	18,352
10142040-544170	Hydrants	33,577
10142040-566600	Medical Supplies	4,723
10142040-566900	Other Supplies	462
10142040-588030	Misc. Volunteer Expenses	105
10142040-588200	Memberships, Conf., Meetings	<u>433</u>
	Total	\$ 281,484

16. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney to appropriate \$250,000 earmarked in the FY2024 Contingency to staff the Indian Neck Fire Station with two firefighters M-F 0800 to 1800:

From:

10142040-000000	Contingency	(\$250,000)
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To:

10142040-518000	Overtime	250,000
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17. To consider, and if appropriate, approve the following FY23 transfer for Public Works:

From:

10143010-544190	Street Lights	(\$32,416)
10143010-544300	Repair & Maintenance	<u>(326)</u>
	Total	(\$32,742)

To:

10143010-544100	Utilities	\$4,848
10143010-544130	Other Fuel	27,568
10143010-526100	Uniforms & Clothing	<u>326</u>
	Total	\$32,742

18. To consider, and if appropriate, approve the following transfer for the Director of Human Resources for FY2023:

From:

10149040-588802	Contingency	(\$53,155)
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To:

101411000-533670	Labor Relations	53,155
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24. To consider, and if appropriate, approve the following transfers from the Finance Director:

Zoning Board of Appeals (ZBA)-FY23

From:

10141140-588090	Travel	(350)
10141140-588200	Memberships	(200)
10141130-517000	Regular Wages (Planning & Zoning)	<u>(515)</u>
	Total	\$1,065

To:

10141140-555400	Advertising Printing and Binding	\$1,065
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25. Adjournment

Dated the 29th of August, 2023
Dennis T. Flanigan, Moderator

RECEIVED

2023 JUN 19 P 12:12

Town of Branford
Proposed Fair Rent Commission Ordinance
May 16, 2023

Joe E. Arpin
BRANFORD TOWN CLERK

§ __-1. Establishment; Authority.

Pursuant to and in conformity with Connecticut General Statutes §§ 7-148b through 7-148f, 47a-20, and 47a-23c, there is hereby created a Town of Branford (the "Town") Fair Rent Commission (the "Commission") for the purpose of controlling and eliminating excessive rental charges for housing accommodations within the Town, and to carry out the purposes, duties, responsibilities and all provisions of the Connecticut General Statutes ("C.G.S.") pertaining to fair rent commissions, as the same may be amended from time to time.

§ __-2. Appointment; Terms; Membership; Vacancies.

- A. The Commission shall consist of seven regular and three alternate members, appointed by the Board of Selectmen, each of whom shall be residents and electors of the Town and who shall serve for a term of (4) four years; provided, however, that three of the initial members shall be appointed to serve a term of four (4) years, three of the initial members shall be appointed to serve a term of three (3) years, and one of the initial members shall be appointed to serve a term of two (2) years.
- B. Members shall serve without compensation.
- C. Of the seven (7) regular members, at least two (2) shall be landlords, and two (2) shall be tenants. Among the alternate members, at least one (1) shall be a landlord, and one (1) shall be a tenant.
- D. In the event that a vacancy occurs during the term of any member, the Board of Selectmen shall fill said vacancy. Any member so appointed shall serve until the expiration of such term.
- E. The First Selectman shall serve on the Commission as an ex-officio member, without voting power.
- F. Members of the Commission shall elect a Chairperson, a Vice-Chairperson, and a Secretary for a term to be determined by vote of the Commission. The Commission shall have the power to adopt rules and regulations for its governance and the conduct of its business and shall keep a record of its proceedings.

§ __-3. Powers and duties.

The Commission shall have all such powers and duties within the authority granted in § __-1, including without limitation the following:

- A. Receive complaints, inquiries, and other communications concerning alleged excessive rental charges and alleged violations, including retaliation, of C.G.S. §§ 7-148b to 7-

148f, inclusive, C.G.S. § 47a-20, C.G.S. 21-80a and C.G.S. § 47a-23c in housing accommodations, except those accommodations rented on a seasonal basis, within its jurisdiction, which jurisdiction shall include mobile manufactured homes and mobile manufactured home park lots.

- i. “Seasonal basis” means housing accommodations rented for a period or periods aggregating not more than 120 days in any one calendar year.
 - ii. “Rental charge” includes any fee or charge in addition to rent that is imposed or sought to be imposed upon a tenant by a landlord and includes any charge that is already in effect;
- B. Make such studies and investigations regarding rental housing within the Town as are appropriate to carry out the duties and responsibilities delegated hereunder and subject to the terms, limitations, and conditions set forth herein;
 - C. Conduct hearings on complaints or requests for investigation submitted to it by any person, subject to the terms, limitations, and conditions as set forth herein;
 - D. Compel the attendance of persons at hearings, issue subpoenas and administer oaths, issue orders and continue, review, amend, terminate or suspend any of its orders and decisions;
 - E. Determine, after a hearing as set forth herein, whether or not the rent for any housing accommodation is so excessive as to be harsh and unconscionable;
 - F. Determine, after a hearing as set forth herein, whether the housing accommodation in question fails to comply with any municipal ordinance or state statute, or regulation relating to health and safety;
 - G. Determine, after a hearing as set forth herein, whether a landlord has engaged in retaliation in violation of this ordinance and make such orders as are authorized herein;
 - H. Order a reduction of any excessive rent to an amount that is fair and equitable, and make such other orders as are authorized herein;
 - I. Order the suspension or reduction of further payment of rent by the tenant until such time as the landlord makes the necessary changes, repairs, or installations so as to bring such housing accommodation into compliance with any municipal ordinance or state statute or regulation relating to health and safety;
 - J. Establish an escrow account with a local bank or financial institution into which it shall deposit all rent charges or other funds paid to it pursuant to the exercise of its powers as set forth herein; and

- K. Carry out all other provisions of C.G.S. §§ 7-148b to 7-148f, inclusive, C.G.S. § 47a-20, 21- 80a and C.G.S. § 47a-23c as now existing and as hereinafter amended, as they apply to fair rent commissions.

§ __-4. Determination of Excessive Rent.

- A. In determining whether a rental charge or a proposed increase in a rental charge is so excessive as to be harsh and unconscionable, with due regard to all the circumstances, the Commission shall consider any and all relevant information, including without limitation:
- i. the rents charged for the same number of rooms in other housing accommodations in the same and in other areas of the municipality
 - ii. the sanitary conditions existing in the housing accommodations in question
 - iii. the number of bathtubs or showers, flush waste closets, kitchen sinks, and lavatory basins available to the occupants thereof
 - iv. services, furniture, furnishings, and equipment supplied therein
 - v. the size and number of bedrooms contained therein
 - vi. repairs necessary to make such accommodations reasonably livable for the occupants accommodated therein
 - vii. the amount of taxes and overhead expenses thereof
 - viii. whether the accommodations are in compliance with the ordinances of the Town and/or state laws and regulations relating to health and safety
 - ix. the income of the petitioner and the availability of accommodations
 - x. the availability of utilities
 - xi. damages done to the premises by the tenant, caused by other than ordinary wear and tear
 - xii. the amount and frequency of increases in rental charges
 - xiii. whether and the extent to which the income from an increase in rental charges has been or will be reinvested in improvements to the accommodations
- B. The rent of a tenant protected by C.G.S. § 47a-23c who files a complaint with the Commission pursuant to C.G.S. § 47a-23c(c)(2) may be increased only to the extent that such increase is fair and equitable, based on the criteria set forth in C.G.S. § 7-148c.

§ __-5. Complaint Procedures.

- A. Upon the filing of a complaint, the Commission shall promptly notify all parties in writing of the receipt of the complaint. Such notice shall also inform the parties that the landlord is prohibited from retaliating against the tenant due to the filing of the complaint. It shall also inform the parties that, until a decision on the complaint is made by the Commission, the tenant's liability shall be for the amount of the last rent prior to

the increase complained of or, if there is no such increase, the last agreed-upon rent, and that an eviction based upon non-payment of rent cannot be initiated against a tenant who continues to pay the last agreed-upon rent during the pendency of the fair rent commission proceeding.

- B. If a complaint alleges housing conditions that violate a housing, health, building, or other code or state law or regulation, the Commission shall notify the appropriate municipal office or agency, which may then concurrently exercise its own powers. In addition, the Commission may request that the appropriate municipal official or agency promptly investigate and provide a report to the Commission.
- C. If two or more complaints are filed against the same landlord by tenants occupying different rental units in the same building, complex, or mobile home park that appear to raise the same or similar issues, the Commission may consolidate such claims for hearing.
- D. The Commission or municipal staff may, to the extent practicable, encourage the parties to the complaint to reach a mutually satisfactory resolution through informal conciliation. Municipal staff or town counsel may serve as informal conciliators. Any agreement to resolve the complaint shall be in writing and signed by the parties.
- E. A hearing on the complaint shall be scheduled no later than thirty (30) days after the receipt of the written complaint by the Commission, unless impracticable, in the reasonable opinion of the Commission Chair. Written notice of the date, time, and place of the hearing shall be given to the parties to the complaint at least ten (10) days prior to the hearing by first class and certified mail.
- F. All parties to a hearing shall have the right to be represented by counsel, to cross-examine witnesses, to examine documents introduced into evidence, and to call witnesses and introduce evidence. The testimony taken at a hearing shall be made under oath. Hearings shall be recorded.
- G. In the event that there is insufficient time to complete a hearing, the Commission shall have the power to adjourn the hearing to another time and date, provided, however, that no such continuation shall last longer than 60 days from the date of the original hearing date. The Commission shall have thirty (30) days from the date that it closes a hearing on a complaint to render its decision.
- H. No sale, assignment, transfer of the housing accommodation in question, or attempt to evict the tenant shall be cause for discontinuing any pending proceeding, nor shall it affect the rights, duties, and obligations of the Commission or the parties.

§ __-6. Rent Reduction; Repair Orders.

- A. In accordance with the state Freedom of Information Act, both the hearing itself and the deliberation by the Commission shall be open to observation by the public. Until a decision on the complaint is made by the Commission, the tenant's liability shall be for the amount

of the last rent prior to the increase complained of or, if there is no such increase, the last agreed-upon rent.

- B. If the Commission determines after a hearing that the rental charge or proposed increase in the rental charge for any housing accommodation is so excessive as to be harsh and unconscionable, based on the standards and criteria set forth in § __-4, it may order that the rent be limited to such an amount as it determines to be fair and equitable, effective the month in which the tenant filed the complaint. A Commission's orders may include, but are not limited to, a reduction in a rental charge or proposed rent increase; a delay in an increased rental charge until specified conditions, such as compliance with municipal code enforcement orders, have been satisfied; or a phase-in of an increase in a rental charge, not to exceed a fair and equitable rent, in stages over a period of time. Commission orders shall be effective for at least one (1) year from the date of issuance unless the Commission otherwise orders.
- C. If the Commission determines after a hearing that a housing accommodation fails to comply with any municipal ordinance or state statute or regulation relating to health and safety, the Commission may order the suspension or reduction of further payment of rent by the tenant until such time as the landlord makes the necessary changes, repairs or installations so as to bring the housing accommodation into compliance with such laws, statutes, or regulations. If the Commission's order constitutes a complete suspension of all rent, the rent during such period shall be paid to the Commission to be held in escrow subject to such ordinances or provisions as may be adopted by the town, city, or borough. Upon the landlord's full compliance with such ordinance, statute, or regulation for which payments were made into such escrow, the Commission shall determine after hearing such distribution of the escrowed funds as it deems appropriate.

§ __-7. Retaliatory conduct of landlord.

No landlord shall engage in retaliatory actions, as defined in C.G.S. 7-148d(b). If the Commission determines after a hearing that a landlord has retaliated in any manner against a tenant, the Commission may order the landlord to cease and desist from such conduct and/or order the landlord to withdraw or remediate such retaliation as has already occurred.

§ __-8. Appeals.

Any person aggrieved by any order or decision of the Commission may appeal to the Superior Court within thirty (30) days of the issuance of the written notice of the decision to the parties. Such notice shall include notice of the right to appeal, the court to which an appeal may be taken, and the time in which an appeal must be filed. Unless otherwise directed by the Commission or the court, the filing of an appeal shall not stay any order issued by the Commission.

§ __-9. Enforcement of Orders.

- A. Any person who violates any order of rent reduction or rent suspension by demanding, accepting or receiving an amount in excess thereof while such order remains in effect, and no appeal pursuant to § 7-148e is pending, or who violates any other provision of this chapter or C.G.S. § 47a-20 or 21-80a or who refuses to obey any subpoena, order or decision of the Commission pursuant thereto shall be fined not less than \$25 nor more than \$100 for each offense. If such offense continues for more than five days, it shall constitute a new offense for each day it continues to exist thereafter.

- B. The Commission, in its own name or through the municipality, may bring a civil action to any court of competent jurisdiction or take any other action in such a court to enforce any order of the Commission made pursuant to this Chapter or to enjoin a violation or threatened violation of any order of the Commission.

§ __-10. Severability; Effective Date.

The invalidity of any word, clause, section or provision of this article shall not affect the validity of any other part which can be given effect without such invalid part or parts. This article shall take effect upon passage and publication in accordance with the Branford Charter.

BOARD OF SELECTMEN

BRANFORD, CONNECTICUT

Item #4

JAMES B. COSGROVE
First Selectman

ANGELA M. HIGGINS
RAYMOND E. DUNBAR, JR



1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405
(203) 488-8394
FAX: 481-5561
www.branford-ct.gov

May 8, 2023

Moderator Flanigan,

I respectfully request the RTM consider the establishment of a harbor management commission as set forth in CGS Sec. 22a-113k. Proper stewardship of Branford's navigable waterways is instrumental in order to maintain the economic, environmental, and recreational vitality of these natural resources. Harbor Master Vin Suppa and I look forward to an opportunity to discuss the merits of a harbor management commission.

Sincerely,

A handwritten signature in black ink, appearing to read "James B. Cosgrove", is written over a horizontal line.

James B. Cosgrove

Cc:

Donna Laich, RTM Clerk

Ray Ingraham, Majority Leader

Tracy Everson, Minority Leader

Lisa Arpin, Town Clerk

Vin Suppa, Harbor Master

Office of Tax Collector

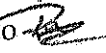
TOWN OF BRANFORD
TOWN HALL DRIVE, P.O. BOX 136, BRANFORD, CONNECTICUT 06405

Item #6

ROBERT M. IMPERATO
Tax Collector



TEL: (203) 315-0672
FAX: (203) 315-3334
www.branford-ct.gov
Email: rimperato@branford-ct.gov

Date: July 31, 2023
To: Joseph Mooney Chairman Board of Finance
From: Robert M. Imperato 
Tax Collector
Re: Tax Refunds Transfer- Budget Transfers FY 2022-2023 Tax Office

RECEIVED
2023 JUL 28 P 1:26
M. Imperato
BRANFORD TOWN CLERK

Dear Chairman Mooney

I am requesting the following transfer be placed on the agenda for the Board of Finance Meeting of July 31, 2023.

Tax Refunds

Over the past fiscal year 2022-2023, the Tax Office has entertained a higher number of tax refunds than initially budgeted within the designated line item. This resulted in the Tax Office requiring a transfer to cover the shortfall.

From		
10149040-588802	Contingency	(\$87,948.88)
To		
10141070-588620	Tax Refunds	\$87,948.88

Respectfully requested,

Robert M. Imperato

Tax Collector

Items #7 & 8

RECEIVED

2023 AUG 14 A 11:07

To: Members of the Board of Finance
cc: Jim Finch, First Selectman Cosgrove, Lisa Arpin

Lisa Arpin
BRANFORD TOWN CLERK

Date: August 8, 2023

Request:

The Information Technology Director would like to request the following transfer of funds:

For the Previous Fiscal Year (2022-23)

- For funds used to pay out vacation time for a retiring employee in August of 2022.

From:		
10141190-555300	Communications	(\$6,104)
To:		
10141190-517000	Regular Salary & Wages	\$6,104

For the Current Fiscal Year (2023-24)

- For funds used (not budgeted) and taken from the Technology Acquisitions account to pay for our current O365 licenses due to an increase in pricing from Microsoft since initial budget quote.

From:		
10149040-588802	Contingency	(\$23,000)
To:		
10141190-579150	Tech Acquisitions	\$23,000

For the Current Fiscal Year (2023-24)

- To cover the purchase of additional O365 licenses that will be needed as we add new employees or additional features to a user license.

From:		
10149040-588802	Contingency	(\$5,000)
To:		
10141190-544300	Purchased Services	\$5,000

Respectfully yours,
Debi Mirto

TOWN OF BRANFORD

Item #9

REGISTRAR OF VOTERS
P.O. BOX 150, BRANFORD, CONNECTICUT, 06405

Democrat
Jeffrey Rowan



Republican
Darren A. Lawler
Phone:(203) 483-3998
www.branford-ct.gov

To: Mr. Joseph Mooney, Chairman Board of Finance
From: Darren Lawler and Jeffrey Rowan
Registrars of Voters
Re: 2022-2023 Budget Transfers
Date: August, 2023

From: Registrars	10141120	517700	\$	13,485
To: Part-Time Clerical	10141120	517100	\$	2018
To: Deputy Registrars	10141120	517705	\$	7102
To: Other Purchases	10141120	533900	\$	296
To: Other Supplies	10141120	566900	\$	546
To: Technology	10141120	579150	\$	3000
To: Travel	10141120	588090	\$	523
<u>Total:</u>			\$	13,485

This request is an intra department transfer to move money into the proper cost center and eliminate negative line item totals. The shortfall in Part-Time Clerical and Deputy Registrars lines was due to a change in the method of paying this staff for election days and coverage during medical leaves. The Other Purchase Services shortfall was for training for a new electronic voter checking system which also necessitated the purchase of additional laptops for each district and the shortfall in the technology line. The extra travel cost was for new staff to attend ROVAC conferences. Thank you in advance for the board's help in this transfer.

Cc: Jamie Cosgrove First Selectman
 Lisa Arpin Town Clerk
 James Finch Finance Director

Lisa Arpin
BRANFORD TOWN CLERK

2023 AUG 14 P 2:20

RECEIVED

RECEIVED

2023 AUG 15 P 3:00

Heidi Styrin
BRANFORD TOWN CLERK



8-14-2023

Dear Chairman Joe Mooney and Board of Finance members,

Board of Recreation

Paul Criscuolo
Chairman

Helen "Bimmie" Herget
Clerk

Deborah Conklin
Jeanne Crowley
William T. O'Brien

We are asking you to consider the following transfers within the Parks & Recreation Department general fund operating budget to close out fiscal **2022-2023**.

Overtime increases due to spring, summer & fall weekly events on Town Green, along with weekend maintenance to Town Green, Branford Point Beach- Parker Park & Stony Creek Restroom Trailer.

Uniforms/Clothing Allowance due to inflationary costs. Will be addressed in new union contract negotiations.

Parks & Recreation Staff

Alex A. Palluzzi, Jr.
Director

Dale B. Izzo
Assistant Director

Victor Amatori, Jr.
Program Supervisor

Colin Sheehan
Arts, Culture, &
Special Events Coordinator

Monica Sullivan
Administrative Assistant

Marissa Dugan
Administrative Assistant

Marcel "Butch" Cote
Lead Maintainer

Nicholas Polastri
Jeffrey Sitz
Colin Tracy
Maintainers

Utilities - Water, Gas, Electric increase due to inflationary costs. Adjusted in current 2023-2024 budget.

Memberships, Conf., & Meetings – Increase due to mandatory seasonal training. Adjusted in current 2023-2024 budget.

Sincerely,

[Signature]
Alex Palluzzi, Jr., MS/APRP
Director of Parks & Recreation

FY: 2022-2023

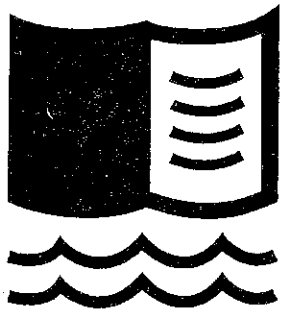
From:

Regular Wages & Salaries 10145010-517000 13,500

To:

Overtime: 10145010-518000 5,000
Uniforms/Clothing Allowance 10145010-526100 500
Utilities – Water, Gas, Electric 10145010-544100 6,000
Memberships, Conf. & Meetings 10145010-588200 2,000

APJR/apjr



WILLOUGHBY WALLACE MEMORIAL LIBRARY

Date: August 15, 2023

To: Joseph Mooney
Board of Finance

From: Alice Pentz
Willoughby Wallace Memorial Library

RECEIVED
 2023 AUG 17 P 1:26
 No. 244
 BRANFORD TOWN CLERK

I am requesting a transfer in the amount of \$250.00 to cover the cost of a shortage in the FY 2023 budget for staff longevity costs that had increased due to a change in years of service.

From:		
10146020-517660	Library Staff	\$250.00
To:		
10146020-519020	Longevity	\$250.00

Thank you,


 Alice Pentz
 Willoughby Wallace Memorial Library

Wes Edgerton
BRANFORD TOWN CLERK

2023 AUG 22 A 8:40

RECEIVED

Date: August 15, 2023
To: Joseph Mooney, Chairman
Board of Finance
From: Tyler Bowne, Sustainability and Compliance Manager
Re: Budget Transfers FY 2023

I am requesting the following transfers be placed on the agenda for the Board of Finance August 28, 2023 meeting:

Solid Waste and Recycling

From:		Amount
10143040-517000	Regular Wages and Salaries	64,750
To:		
10143040-544353	Material Handling	62,400
10143040-544500	Refuse and Recycling Collection	2,000
10143040-518000	Overtime	350
	Total	64,750

The request to increase the Material Handling and Refuse and Recycling Collection line items is related partly to a fluctuation of Solid Waste and Recycling material collected and transported. The original Solid Waste and Recycling items are budgeted based on a projected amount which did not cover the total amount in FY23. Additionally, the Material Handling line item increase is also due to a portion of invoices from FY23 being challenged by the vendor, stating a portion of invoices were not paid. The potential payment needed, for the said to be unpaid invoices, is captured in this increase request. The request to increase the Overtime line item is related to Overtime hours worked being more than originally budgeted for in FY23.

TOWN OF BRANFORD
Department of General Government Buildings

1019 Main Street
P.O. BOX 150,
BRANFORD, CT 06405

Brian J. Droney
Lead Tradesman



Cell: 203 627-3304
bdroney@branford-ct.gov

Date: 8/21/2023

****FISCAL YEAR 2022-2023****

To: Mr. Joseph Mooney, Chairman
Board of Finance

From: Brian J. Droney
Lead Tradesman

I am requesting the following request for transfer of funds be placed on the agenda for the next Board of Finance meeting:

From:	10141170 – 519040	Accrued Payroll Expense	(\$ 49)
	10141170 – 566100	Office Supplies	(\$ 742)
	10141170 – 566900	Other Supplies	(\$ 2,711)
	10141170 – 566920	Meal Supplies	(\$ 550)
	10141170 – 579250	Equipment	(\$ 3,933)
	10141170 – 579930	Furniture & Fixtures	<u>(\$ 250)</u>
			(\$ 8,235)
To:	10141170 – 544110	Fuel Oil	<u>\$ 8,235</u>
			\$ 8,235

This request is to cover the additional over run in the Fuel Oil account due to the rising costs of the fuel prices.

Thank you,

Brian J. Droney

W. J. Droney
BRANFORD TOWN CLERK

2023 AUG 21 P 1:23

RECEIVED

**BRANFORD BOARD OF POLICE COMMISSIONERS
33 LAUREL STREET
BRANFORD, CONNECTICUT 06405**

Item #14

John Sousoulas (Chair)
Patricia Austin
Christine J. Ciociola
Janice Heggie Margolis
Robert Nash
Valerie Wiel-Wilkins



James B. Cosgrove
First Selectman

Jonathan R. Mulhern
Chief of Police

8/21/2023

Mr. Joseph Mooney
Chair, Board of Finance
Town of Branford
1019 Main St.
Branford, CT 06405

The Board of Police Commissioners respectfully requests an appearance before your board at your meeting on 8/28/2023. At that meeting, we will seek your approval for the following transfers in our FY 2022-23 Budget. .

From	Account	Description	To	Account	Description	Amount
	10142010-517000	Reg. Wages&Salary		10142010-518000	Overtime	\$28,448
	10142010-517000	Reg. Wages&Salary		10142010-519030	Accum. Sick Pay	\$754
	10142010-544300	Purchase Services		10142010-544130	Other Fuel	\$12,230
	10142010-544300	Purchase Services		10142010-555300	Communications	\$5057

The transfer request summary:

- Overtime exceeded budgeted amount due to new Risk Protection laws that resulted in significant officer overtime for court appearances.
- Accumulated Sick Pay is contractually driven.
- Other Fuel line overage was result of spike in fuel costs.
- Communications line exceeded because of additional expenses associated with fiber upgrade to public safety radio sites and purchase of some wireless technology components.

Respectfully Submitted,

John Sousoulas
Chair -Branford Police Commission

RECEIVED
 2023 AUG 21 P 3:21
 JAMES B. COSGROVE
 BRANFORD TOWN CLERK



BRANFORD FIRE DEPARTMENT
 45 NORTH MAIN STREET
 BRANFORD, CONNECTICUT 06405
 OFFICE OF FIRE CHIEF/EMERGENCY MANAGEMENT DIRECTOR

Items #15 & 16



August 25, 2023

Mr. Joseph Mooney, Chairman
 Board of Finance
 1019 Main Street
 Branford, CT 06405

RECEIVED

AUG 24 2023

BRANFORD TOWN CLERK

Dear Chairman Mooney,

At their special meeting held August 24, 2023, the Board of Fire Commissioners unanimously approved the following resolutions:

1. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney for the following end of year transfers to close out the 2022/2023 budget year, as may be amended by the Finance Department:

FROM:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-517000	Regular Wages & Salaries	\$77,615.00
TO:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-518000	Overtime	\$77,615.00

FROM:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-517000	Regular Wages & Salaries	\$1,354.00
TO:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-518050	Vacation	\$1,354.00

FROM:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-517000	Regular Wages & Salaries	\$5,200.00
10142040-518010	Overtime Public Events	\$3,900.00
10142040-519040	Accrued Payroll Expense	\$9,600.00
10142040-519050	Stipends	\$9,900.00
10142040-517670	Medic Shift PT	\$65,900.00
10142040-518150	Holiday Pay	\$11,600.00
10142040-518500	Special Detail	\$1,000.00
10142040-533600	Fire Prevention/ Investigation	\$1,100.00
10142040-578000	Equipment	\$1,089.00
TO:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT

10142040-518200

Replace Sick

\$109,289.00

FROM:

ACCOUNT
10149040-588802

ACCOUNT DESCRIPTION
Contingency

AMOUNT
\$27,924.00

TO:

ACCOUNT
10142040-519025

ACCOUNT DESCRIPTION
Educational Incentive

AMOUNT
\$27,924.00

FROM:

ACCOUNT
10142040-544300

ACCOUNT DESCRIPTION
Purchased Services – R&M

AMOUNT
\$7,650.00

TO:

ACCOUNT
10142040-533300

ACCOUNT DESCRIPTION
Professional Development

AMOUNT
\$7,650.00

FROM:

ACCOUNT
10149040-588802

ACCOUNT DESCRIPTION
Contingency

AMOUNT
\$18,352.00

TO:

ACCOUNT
10142040-533520

ACCOUNT DESCRIPTION
Ambulance Billing

AMOUNT
\$18,352.00

FROM:

ACCOUNT
10149040-588802

ACCOUNT DESCRIPTION
Contingency

AMOUNT
\$33,577.00

TO:

ACCOUNT
10142040-544170

ACCOUNT DESCRIPTION
Hydrants

AMOUNT
\$33,577.00

FROM:

ACCOUNT
10149040-588802

ACCOUNT DESCRIPTION
Contingency

AMOUNT
\$4,723.00

TO:

ACCOUNT
10142040-566600

ACCOUNT DESCRIPTION
Medical Supplies

AMOUNT
\$4,723.00

FROM:

ACCOUNT
10142040-533530

ACCOUNT DESCRIPTION
Employment Testing

AMOUNT
\$462.00

TO:

ACCOUNT
10142040-566900

ACCOUNT DESCRIPTION
Other Supplies

AMOUNT
\$462.00

PHONE (203) 488-7266

FAX (203) 315-3349

FROM:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-526100	Uniform and Clothing	\$105.00
TO:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-588030	MISC Volunteer Expenses	\$105.00

FROM:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-588050	CMED	\$433.00
TO:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-588200	Memberships, Conf., Meetings	\$433.00

The overages in the Overtime and Sick accounts result primarily from replacement overtime costs for personnel due to retirement, injury vacancies and long-term illness. Hiring replacement personnel on overtime or sick is required to meet the minimum staffing needs of the department as outlined in the bargaining agreement. The overages in Professional Development and Educational Incentive are due to the training needs of our three new recruits hired to replace retired personnel. There was also a 4.1% increase in the cost of hydrants and water supply mains from the Regional Water Authority. The overage in the Ambulance Billing and Medical Supply accounts result from record emergency medical call volume. The department collected \$517,892.00 in additional ambulance billing revenue above the \$1,725,000.00 projection resulting in total FY 2023 collections of \$2,242,892.00.

2. To consider, and if appropriate, approve a request from Fire Chief Thomas Mahoney to appropriate \$250,000.00 earmarked in the FY-2024 Contingency to staff the Indian Neck Station with two firefighters M-F 0800-1800.

FROM:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-000000	Contingency	\$250,000.00
TO:		
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
10142040-518000	Overtime	\$250,000.00

I respectfully request these be added to the agenda of the Board of Finance meeting scheduled for August 28, 2023.

Sincerely,

Thomas F. Mahoney, Jr.
Fire Chief/ Emergency Management Director

Cc: Jim Finch, Robert Massey, James Cosgrove



DEPARTMENT OF PUBLIC WORKS
POST OFFICE BOX 150 • BRANFORD, CT 06405
(203) 488-4156

RECEIVED
2023 AUG 28 P 1:50
MAIL DELIVERY
BRANFORD TOWN CLERK

August 23, 2023

Mr. Joseph Mooney, Chairman
Board of Finance

Dear Mr. Mooney:

The Department of Public Works requests the following budget transfers for F/Y 2023:

From Account#	10143010 – 544190	Streetlights	(\$32,416.46)
To Account #'s	10143010 – 544100	Utilities	\$4,848.00
	10143010 – 544130	Other Fuel	\$27,568.46

Utilities & Other Fuel

The shortfall in both utilities and other fuel, is due to rising economic costs.

From Account#	10143010 – 544300	Repair & Maintenance	(\$325.47)
To Account#	10143010 – 526100	Uniform & Clothing	\$325.47

Uniform & Clothing

The shortfall in the uniforms and clothing account is due to the transfer of two DPW employees to the Transfer Station and the hiring of two new employees for DPW. The new employees needed long and short sleeve logo shirts for DPW.

Respectfully submitted,

Gary Zielinski, Highway Supervisor & Acting Director.

RECEIVED

HUMAN RESOURCES DEPARTMENT

2023 AUG 25 A 9:31

BRANFORD, CONNECTICUT



Lisa Arpin
BRANFORD TOWN CLERK

MARGARET LUBERDA
Director of Human Resources

1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405
(203) 315-0629
FAX: (203) 889-3316
www.branford-ct.gov

August 24, 2023

Dear Mr. Mooney,

May I request your approval to transfer for the 2022-23 budget:

From General Fund Transfer

10149040-588802 Contingency (\$53,155)

To

101411000-533670 Labor Relations \$53,155

Thank you for your time and consideration.

Sincerely,

Margaret M. Luberda

Margaret M. Luberda

Copy: Jamie Cosgrove, First Selectman
Jim Finch, Finance Director
Kathryn LaBanca, Assistant Finance Director
Lisa Arpin, Town Clerk

Office of Tax Collector


TOWN OF BRANFORD
TOWN HALL DRIVE, P.O. BOX 136, BRANFORD, CONNECTICUT 06405

Item #19

ROBERT M. IMPERATO
Tax Collector



TEL: (203) 315-0672
FAX: (203) 315-3334
www.branford-ct.gov
Email: rimperato@branford-ct.gov

Date: August 24, 2023
To: Joseph Mooney
Board of Finance
From: Robert Imperato, Tax Collector 
Re: Budget Transfer Tax

Please find below a transfer required to cover shortfalls in the tax office.

- Overtime - Overtime required to complete special projects and additional payment setup & processing
- Tax Processing – Additional tax billing and collection demand correspondence
- Office Furniture – Purchase of a fire proof file draw

Tax Office

From:		
10149040-588802	Contingency	13,141
To:		
10141070-518000	Overtime	9,235
10141070-533285	Tax Processing	3,006
10141070-579300	Office Furniture	900



OFFICE OF THE TOWN CLERK — TOWN OF BRANFORD

1019 Main Street, P.O. Box 150, Branford, CT 06405-0150

RECEIVED
 2023 AUG 21 P 3:58
 Lisa E. Arpin
 BRANFORD TOWN CLERK

Date: August 21, 2023
 To: Joseph Mooney, Board of Finance Chairman
 RE: Budget Transfer Request – Town Clerk – FY2023

I am requesting consideration at the August 28, 2023 Board of Finance meeting for the following budget transfer for fiscal year 2022-2023 as follows:

FROM:	10141080-617000	Regular Wages & Salaries	(\$3,275)
TO:	10141080-533300	Professional Development	\$1,809
	10141080-533900	Other Purchased Services	459
	10141080-544300	Purchase Services Repair/ Maintenance	258
	10141080-588200	Memberships/Conferences/ Meetings	749
		Total	\$3,275

Regular Wages & Salaries: There is an overage of unused wages due to a staff resignation in March, 2023; vacancy was not filled until May, 2023.

Professional Development + Memberships/Conferences/Meetings: I achieved my Master Connecticut Town Clerk Certification (MCTC) from CT Town Clerks Association in April, 2023 and also my Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks in June, 2023. The shortfall in these accounts is due to an aggressive schedule of attendance at academy and certification sessions, including attendance at the IIMC Annual Conference in Minneapolis, MN and CTCA Conferences in Fall, 2022 and Spring, 2023. I now have achieved all my advanced-level certifications!

Other Purchased Services: 3 Part-time election workers @ \$153 assisted with absentee ballot X-offs and reconciliation for the November, 2022 State election.

Purchase Services Repair/Maintenance: The vital records seal receives heavy daily use. The die was sent out for sharpening at the cost of \$175. The remaining \$83 was to shred election materials after approval for destruction was received from CT State Library.

Lisa E. Arpin MMC, MCTC
 Town Clerk

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Item #21

1019 MAIN STREET
POST OFFICE BOX 150



(203) 315-0663
FAX (203) 315-3736
WWW.BRANFORD-CT.GOV

Date: August 24, 2023
To: Joseph Mooney
Chairman, Board of Finance
From: James P. Finch
Finance Director
Re: Parks and Open Space

RECEIVED
 2023 AUG 25 A 10:19
 MAIL STOP
 BRANFORD TOWN CLERK

During the budget process the Board identified \$66,000 related to the Parks and Open Space Commission's request for various improvements at the following locations: Supply Ponds, Pisgah Brook, and Farm River Meadows Preserve. The funding code for this request was 'OTHER' which essentially means they were not funded out of the FY 2024 tax levy. The transfers below seek to fund this item through unexpended funds in the contingency account.

FY 2023

General Fund Contingency Transfer

<u>From</u>		
101-49040-588802	Contingency	66,000
<u>To:</u>		
101-50000-599110	Transfer Out- Capital Fund 700	66,000

Transfers Capital Fund 700

<u>Increase</u>		
700-90000-490010	Transfer In	66,000
<u>Increase</u>		
700-70045050-579480-23310	Parks and Open Space Improvements	66,000

19. To consider, and if appropriate, approve the following transfer for the Tax Collector for FY2023:

From:			
10149040-588802	Contingency		(\$13,141)
To:			
10141070-518000	Overtime		9,235
10141070-533285	Tax Processing		3,006
10141070-579300	Office Furniture		<u>900</u>
		Total	\$13,141

20. To consider, and if appropriate, approve the following transfer for the Town Clerk for FY2023:

From:			
10141080-517000	Regular Wages and Salaries		(\$ 3,275)
To:			
10141080-533300	Professional Development		1,809
10141080-533900	Other Purchased Services		459
10141080-544300	Purchase Services-Repairs & Maintenance		258
10141080-588200	Memberships, Conf. & Meetings		<u>749</u>
		Total	\$ 3,275

21. To consider, and if appropriate, approve the following transfer relating to Parks and Open Space Improvements for FY2023:

General Fund Contingency Transfer

From:			
10149040-588802	Contingency		(\$66,000)
To:			
10150000-599110	Transfer Out-Capital Fund 700		66,000

Transfers Capital Fund 700

Increase:			
70090000-490010	Transfer In		\$66,000
Increase:			
70070045050-579480-23310	Parks and Open Space Improvements		66,000

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Items #22 & 23

1019 MAIN STREET
POST OFFICE BOX 150



(203) 315-0663
FAX (203) 315-3736
WWW.BRANFORD-CT.GOV

Date: August 24, 2023

To: Joseph Mooney
Board of Finance

From: James P. Finch

Re: Budget Transfers

Handwritten: James P. Finch
BRANFORD TOWN CLERK

2023 AUG 25 A 11: 22

RECEIVED

Please find below a series of transfers required to cover shortfalls in a variety of accounts and departments.

Board of Finance

From:		
10149040-588802	Contingency	32,500
To:		
10141030-533260	Audit	32,500

This first transfer is to cover costs related to the audits. As the Board may recall, the timing of the audits coupled with the increase in costs contributed to the shortfall.

Fiscal Services

From:		
10141040-518000	Overtime	100
To:		
10141040-519020	Longevity	100

This transfer is to cover a shortfall in longevity. Longevity payments are determined by labor contracts and these payments will continue to be phased out as the benefit is not generally available to new hires.

Legal Services

From:		
10141090-533660	Tax Appeals	16,420
To:		
10141090-529420	Expenses and Claims	16,420

This this transfer is to cover costs in the legal services budget for FY 2023. The expenses and claims account was short as a result of collection and foreclosure costs on delinquent accounts. On a positive note a portion of these costs were offset by fees paid by the delinquent account owner and back taxes were collected.

Public Celebration (FY 2023)

From:		
10145080-566900	Other Supplies	78
To:		
10145080-518250	Seasonal and Part Time Help	78

Public Celebration (FY 2024)

From:		
10145080-566900	Other Supplies	80
To:		
10145080-518250	Seasonal and Part Time Help	80

These two transfers cover a shortfall for FY 2023 and an anticipated shortfall in FY 2024 to cover payments for the town band director

Probate Court

From:		
10141110-555300	Communications	55
To:		
10141110-533580	Microfilming	55

This transfer covers a shortfall in microfilming. It may be worth noting the account was increased by \$350 for FY 2024.

Zoning Board of Appeals (ZBA)

From		
10141140-588090	Travel	350
10141140-588200	Memberships	200
10141130-517000	Regular Wages (Planning & Zoning)	515
To:		
10141140-555400	Advertising Printing and Binding	1,065

This transfer covers a shortfall for public notices related to hearings and decisions. This activity is also reflected in ZBA's fee income which exceeded the budget by \$1,025.

Cable TV

From:		
10149040-588802	Contingency	204
To:		
10141180-518250	Seasonal & Part-Time Help	204

To cover a shortfall related to the staff costs associated with recording public meetings.